

I. SBE action

The SBE approved the flexibility for the CRF allotment programs and the modifications are reflected in the [Allotment policy manual](#) PRCs eligible for flexibility include the following 121, 122, 123, 124, 125, 126, 127, 128, 129, 132, 134, 135, 137 and 138

II. Information Session

Webinar for charter and lab school– the Division of School Business will hold a webinar at **10am and 2pm on Tuesday December 8, 2020.** This webinar will walk the participants through how to enter a transfer request in to the allotments system. All principals and their designees (see security) are strongly encouraged to participate.

An email will be sent from the system notifying PSUs when the transfer system is open.

III. Security – Charter school and lab school only

Only the principal or the principal’s designee is authorized to submit an ABC transfer request to the Division of School Business.

All charter school principals have the authority within the system.

If the principal submitted a designee to the Division of School Business through the [survey](#) posted in the November 25 newsletter, the designee is also authorized to submit a transfer request

IV. Allowable transfers between all CRF PRCs if eligible.

1. There is no restriction on the amount of the transfer from one PRC to another. CRF PRCs 136 and 133 are excluded from the ABC transfer authority
2. Unless the PSU was provided an allocation by School Allotments, a PSU may not transfer funds into
 - PRCs 125-School Nutrition,
 - PRC 121- Summer Jumpstart
 - PRC 134 - Low Wealth.

Therefore, if your PSU did not receive an allocation in Low Wealth PRC134, then you are not permitted to transfer funds into PRC 134.

If you are a PSU that does not participate in the National School Lunch Program, you were not eligible for PRC 125 and therefore are not permitted to transfer funds into this PRC.

If you are a PSU that does not have grades 1-4 then you did not receive PRC121 funds and you are not permitted to transfer funds into this PRC.

3. NCPRO authority states that “PSUs may only request to transfer funds in eligible PRCs that are reasonably expected to be unspent for their original purpose by December 30, 2020.” Therefore, if a PSU has applied for funds in accordance with the legislation and SBE policy and there is no reason that the funds can not be used for the intended purpose by December 30, the PSU may not transfer these funds for another purpose. For example, if the PSU applied for and received funds

for Canvas (PRC129) or Gaggle (PRC 138), and the vendor is able to fulfill the application, then the funds are reasonably expected to be spent for the intended purpose by December 30, 2020, and are not permitted to be transferred.

V. Allowable Expenditures

The allowable use of the PRCs have not changed and the expenditures coded to the PRCs must be in accordance with the SBE policy and chart of accounts.

VI. Cash requests

4. Transfers will be processed at the end of the month and therefore the PSU will not see a change to their allotment balance until month end close out. Transfers will be preliminarily reviewed on a weekly basis for allowability. If your PSU's transfer request does not meet the eligibility requirements, the requestor of the transfer will receive an email notifying them. This email is generated by the system and therefore, may go to "junk", please check all of your mailboxes.
5. PSUs will need to keep track of their transfer requests during the month and ensure that the expenditures so not exceed the allotment.
6. PSUs shall record expenditures in the PRC in which the expenditure is incurred.

For example:

PSU has \$200,000 in PRC121 and \$50,000 in PRC124. The PSU would like to transfer \$20,000 from PRC121 to PRC124. The PSU will order the cash for the \$20,000 from PRC121, but will code the expenditures to PRC124.

7. The authority to draw will not change for the PRC because the transfers will not be processed until the end of the month. PSUs will order the cash from available CRF balances. DPI will true up the cash at the end of the month during the zero out process.
8. Public school units are not permitted to overdraft the CRF.